



Request for Proposal to Provide a Tractor and Flail Mower for the City of Morgan Hill

The City of Morgan Hill is requesting proposals from qualified vendors to procure, prepare, and deliver a tractor and flail mower.

Bids are due by Tuesday, December 1, 2015, 10:30 am

REQUEST FOR PROPOSAL INFORMATION

SECTION 1 – General Instructions and Information for Bidders

SECTION 2 – Technical Specifications

SECTION 3 – Bid Proposal and Schedule, Subcontractor List, Non-collusion Affidavit

ATTACHMENTS

SECTION 1 GENERAL INSTRUCTIONS AND INFORMATION FOR BIDDERS

Bid Submission. Bids are due by **Tuesday, December 1, 2015, 10:30 am**. Deliver sealed bids to the City Clerk of the City of Morgan Hill, located at 17575 Peak Avenue, Morgan Hill, California, at which time bids will be publicly opened and a tabulation of all bids will be posted for public inspection. Vendor is to complete the following bid documents and include in the bid package: Bid Proposal, Bid Schedule, Subcontractor List, and Non-collusion affidavit. These forms are provided in Section 3.

Examination of Purchase Documents. Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Documents and the examination of existing equipment prior to submitting a Bid Proposal. Note that any details noted are for information only. Bidders are responsible for inspecting the existing equipment and verifying actual measurements for their own bids.

Addenda. Any addenda issued prior to Bid Time shall constitute part of the Purchase Documents. The City reserves the right to issue addenda prior to Bid Time.

Brand Designations and "Or Equal" Substitutions. Any specification designating a material, product, thing, or service by specific brand or trade name, followed by the words "or equal," is intended only to indicate quality and type of item desired, and bidders may request use of any equal material, product, thing, or service. All data substantiating the proposed substitute as an "equal" item must be submitted with a written request for substitution.

Bonds. No Bid or Performance Bonds are required

City Representative. The designated City representative/project manager for this Purchase is Dale Dapp 408-776-7333.

Bid Protest. Any bid protest must be in writing and received by the City Attorney's Office at 17575 Peak Avenue, Morgan Hill, CA, (Fax: (408) 779-1592), before 5:00 p.m. no later than two (2) working days following bid opening (the "Bid Protest Deadline") and must comply with the following requirements:

Only a bidder who has actually submitted a Bid Proposal is eligible to submit a bid protest against another bidder. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

The bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name,

address and telephone number of the person representing the protesting bidder if different from the protesting bidder.

A copy of the protest and all supporting documents must also be transmitted by fax or by e-mail, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest

The protested bidder may submit a written response to the protest, provided the response is received by Owner before 5:00 p.m., within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner (the "Response Deadline"). The response must include all supporting documentation. Material submitted after the Response Deadline will not be considered. The response must include the name, address and telephone number of the person representing the protested bidder if different from the protested bidder.

A copy of the protest and all supporting documents must also be transmitted by fax or by e-mail, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest

The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

Rejection of Bids and Award of Contract. City reserves the right, acting in its sole discretion, to waive non-substantive bid irregularities, the right to accept or reject any and all bids, or to abandon the work entirely. The Purchase will be awarded, if at all, within sixty (60) calendar days after opening of Bids, to the responsible bidder submitting the lowest responsive bid.

SECTION 2

Technical Specifications

Technical Specifications

Tractor and Flail Mower

All materials and parts must be new model, in current production, unless otherwise noted.

All equipment and accessories, cataloged as standard, unless superseded by these specifications, are to be furnished and included in the purchase price of this unit.

1. Tractor

a. John Deere 5093E Cab Tractor with a minimum of the following options:

- i. MFWD axle
- ii. Cab Windows
 - 1. Polycarbonate glass windows
- iii. Mirrors
 - 1. RH & LH External Mirrors
 - 2. Rear View Mirror
- iv. Sunvisor
- v. Front and Rear Wipers
- vi. Hand Rail
- vii. Tires
 - 1. R1-W; All Traction
- viii. Hazard Lights
 - 1. Sequencing LED Traffic Assist Light Bar
 - a. Minimum Requirements/Sequencing and Warning Modes
 - i. 52" Wide
 - ii. 2.25" High
 - iii. Arrow End Lamps
 - iv. Left Sequence
 - v. Right Sequence
 - vi. L&R Sequence
 - vii. Flashing Hazard

2. Flail Mower

- a. Tiger Corporation BB-22 Flail Mower or Equivalent
 - i. 50" Rotary Cutter Head
 - ii. Heavy Brush Blades
- b. Tiger Corporation RF-96ED Rear Mount Flail Mower or Equivalent
 - i. Medium Brush & Grass Blades

3. Additional Fees: The proposal price shall consist of all fees including tax, freight, fuel and all other applicable fees for furnishing the above equipment to the City of Morgan Hill.

SECTION 3

Bid Proposal and Schedule Subcontractor List and Non-collusion Affidavit

Note that each document included in this section must be included in bid proposal document.

BID PROPOSAL
2015 Tractor and Flail Mower

_____ (“Bidder”) hereby submits this Bid Proposal to the City of Morgan Hill (“The City”) for the above-referenced purchase (“Purchase”) in response to the Notice Inviting Bids and in accordance with the Purchase Documents referenced therein.

1. **Base Bid.** Bidder proposes to perform and fully complete the Work for the Purchase as specified in the Purchase Documents, within the time required for full completion of the Work, for the following price (“Base Bid”):

_____ Dollars (\$ _____).

2. **Addenda.** Bidder acknowledges receipt of the following addenda:

Addendum:	Date Received:	Addendum:	Date Received:
#01	_____	#05	_____
#02	_____	#06	_____
#03	_____	#07	_____
#04	_____	#08	_____

3. **Bidder’s Warranties.** By signing and submitting this Bid Proposal, Bidder warrants the following:

3.1 Bidder has thoroughly examined the Purchase Documents, and represents that, to the best of Bidder’s knowledge there are no errors, omissions, or discrepancies in the Purchase Documents.

3.2 Bidder has had the opportunity to examine the equipment and understands the scope of the work.

3.3 Bidder is fully qualified to perform the Work.

3.4 Bid has carefully reviewed this Bid Proposal and is solely responsible for any errors or omissions contained in its completed Bid.

4.

This Bid Proposal is hereby submitted on _____, 20__:

s/ _____
Name and Title [print]

Company Name

Address Phone

City, State, Zip Fax

Attachments:

- Bid Schedule
- Subcontractor List
- Non-collusion Affidavit

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

BID SCHEDULE

Tractor and Flail Mower

Bid Item	Description of Bid Item	Bid Price
1		
2		
3		
4		
5		
6		
7		

Bid Total	
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THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

SUBCONTRACTOR LIST

For each Subcontractor who will perform a portion of the Work in an amount in excess of five percent of the Bidder's total Purchase Price,¹ the Bidder must list a description of the work, the name of the Subcontractor, and the location of its place of business. **Note to Bidders: Please print legibly. Illegible forms may be rejected.**

DESCRIPTION OF WORK	SUBCONTRACTOR NAME	LOCATION OF BUSINESS	LOCAL VENDOR ²	
			YES	NO

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

¹ For street or highway construction this requirement applies to any subcontract of \$10,000 or more.

² A Vendor is considered local if their principle place of business is within the city limits of Morgan Hill

NONCOLLUSION AFFIDAVIT

(To be executed by bidder and submitted with bid)

State of California)	ss.
)	
County of _____)	

_____, being first duly sworn, deposes and says that he or she is _____ of _____ ("Vendor"), the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the purchase of anyone interested in the proposed purchase; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify under penalty of perjury that the foregoing is true and correct.

s/_____ Date: _____

Name and Title [print]

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

State of _____

County of _____

On _____ before me, _____
personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s)
whose name(s) is/are subscribed to the within instrument and acknowledged to
me that he/she/they executed the same in his/her/their authorized capacities, and
that by his/her/their signature(s) on the instrument the person(s), or the entity
upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary Public

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL